

RETURN FROM LEAVE OF ABSENCE

P-1 Type 520 Return From Leave of Absence

- Return from leave of absence code:
 - 56 Return from Leave
- Employees on leave with pay or leave without pay will automatically receive any applicable Across-the-Board (ATB) increases during the pay period in which the ATB is effective.
- Employees who miss a step increase while on leave with or without pay will receive the missed step increase upon return.
- Employees on military leave (with or without pay) are treated exactly the same as all other employees on leave except no adjustment needs to be made to the step increase date. They will automatically receive any applicable ATBs during the pay period in which the ATB is effective. They will not receive any missed step increases, however, until they physically return to work.

Administrative Rule 53.6(10) and 63.6(1)

53.6(10) *Return from leave.* If an employee returns from an authorized leave, the employee shall be paid at the same step or pay rate as prior to the leave, including any pay grade, pay plan, class or general salary increases for which the employee would have been eligible if not on leave, except as provided for in subrules 53.6(1) and 53.6(2). For setting eligibility dates, see subrule 53.7(5).

63.6(1) An employee who is on approved leave without pay, disaster service volunteer leave or educational leave must notify the appointing authority from which the employee is on leave of the intent to exercise return from leave rights. Upon return from leave, the employee shall have the right to return to a vacant position in the class held prior to the leave or to a class in the same pay grade for which the employee qualifies. If a vacant position is not available, the reduction in force provisions of 11—Chapter 60 shall apply. An employee on leave without pay, disaster service volunteer leave, or educational leave may request permission from the appointing authority to return to work sooner than the original approved leave expiration date. Employees on leave without pay for more than 30 calendar days, except for military leave, shall have their pay increase eligibility date adjusted to a later date which reflects the period of leave without pay.

Step Increase Date

If on Leave With Pay (required educational or military leave), no adjustment needs to be made to the step increase date.

If on Leave Without Pay for **less** than 30 days, no adjustment needs to be made to the step increase date.

If on Leave Without Pay for **more** than 30 days, the step increase date needs to be adjusted forward by the period of time the employee was on Leave, unless the employee was on Military Leave Without Pay – then no adjustment is needed.

If on Intermittent Catastrophic Leave (used vacation, sick, or worked some hours in a 30-day period), an employee would not need their step increase date adjusted, as long as they did not have more than 30 consecutive days of leave without pay.

RETURN FROM LEAVE OF ABSENCE CONTINUED

If on **Catastrophic Leave** for more than 30 days and the employee did not use vacation, sick, or work any hours, regardless of whether the employee received donated hours, the step increase date will need to be adjusted forward by the period of time the employee was on leave.

Formula to adjust step increase date forward:

Went on leave or was laid off **5/17/2010**. Returned from leave **9/28/2010**.

Was gone for **134 days** (15 days May + 30 days June + 31 days July + 31 days August + 27 days September). Take 134 days divided by 14 = **9.57**; round up to **10 pay periods**.

Previous step increase date: **10/15/2010**. New step increase date after adjusting forward 10 pay periods: **3/4/2011**.

Quick Reference: *Adjusting the Step Increase Date* document for instructions and link to the Time/Date Calculator, <http://www.timeanddate.com/date/duration.html>.